

## Application Checklist For Both Land Use Permits and Water Licences

*There are some different expectations for water licence and land use permit applications. If you are unsure of what to include, or how much detail, please contact the regulatory staff and the SLWB office.*

*This list is a comprehensive one. Not every item may apply to a particular project.*

- 1) **Correct Application Forms**, (available on SLWB website)
  - **Land Use Permit: Schedule 2 of the Mackenzie Valley Land Use Regulations.**
  - **Water Licence: Schedule 3 of the Northwest Territories Waters Regulations.**
- 2) **Fees**,
  - **Land Use Permit:** Non-refundable application fee is \$150. Subsequent land use fees are for **Crown land only**, at \$50/hectare. The first 2 hectares are included in the application fee. Land use fees are not calculated for parts of a hectare so round up.
  - **Water Licence:** Non-refundable application fee is \$30. Water use fees are calculated based on volume proposed in the application. Contact the SLWB office for calculations. Water Use Fees are paid annually on the anniversary date of the Water Licence. Example; for the first year of the licence the fees must be paid before water is withdrawn.
- 3) **Other Rights/Permissions**, do you have the appropriate access rights to the land? if work is being done on Sahtu Lands do you have an Access and Benefits Agreement with the appropriate Land Corporation. For Crown Land do you have an exploration licence.
- 4) **Maps**, (1:250,000 and 1:50,000 scale) that include proposed access, camp, well, drill holes, fuel storage, and any other relevant information.
- 5) **Period of Operation**, length of time operating, dates, how many years operating, etc.
- 6) **Engagement Record**, meeting notes, consultation log, follow the Land and Water Board's **Engagement Policy and Engagement Guidelines**.
- 7) **Water Use**, information on amount of water to be used for each activity and water sources to be used.
- 8) **Camp Setup and Size**, detailed drawing of the camp, with its size.
- 9) **Roads and Access**, location, construction and decommissioning plans for roads or other access.

- 10) **List of Equipment and Size**, total number of each type of equipment with weight in metric units.
- 11) **List of Fuel; Type, Size, and Amount**, location of each fuel storage with type of containment.
- 12) **Other Studies Undertaken**
- 13) **Additional Copies**: contact the regulatory staff at the SLWB to find out submission requirements.

**Management Plans to be Included:**

- 14) **Spill Contingency Plan**, follow the **AANDC (INAC) Guidelines for Spill Contingency Planning**.
- 15) **Emergency Response Plan**, with contact numbers, appropriate management actions for a given situation.
- 16) **Waste Management Plan**, following the Land and Water Board's **Guidelines for Developing a Waste Management Plan**.
- 17) **Environmental Protection Plan;**
  - Impacts/Mitigation to water
  - Impacts/Mitigation to land
  - Impacts/Mitigation to vegetation
  - Impacts/Mitigation to wildlife
  - Disposal method of brush and trees
  - Disposal method of overburden
  - Proposed restoration/remediation plans
  - Socio-economic Impacts
  - Traditional Environmental Knowledge Study **Can be separate from the EPP)**

**Other Land and Water Board Reference Material Includes;**

- Document Submission Standards
- Water and Effluent Quality Management Policy
- Standards for Geographic Information Systems (GIS) Submissions